

REQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. **113**
PAGE NO. **1**

1. Requesting Agency: **TOWSON STATE COLLEGE**
2. Division or Bureau of Requesting Agency: **Registrar**

3. Authorization Requested (Check only one of the squares below).

- A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.
- B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.
- C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No. | 5. Description of Records | 6. Recommendation of Hall of Records and Board of Public Works.

Towson State College was established as the State's first normal school by Chapter 160, Acts of 1865. In 1935 it became a four-year teachers' college, and in 1963 a general State college.

The College offers courses in teacher education and in the arts and sciences. The College also offers a program of graduate studies for teachers, leading to the degree of Master of Education. An extension program of evening courses is available to teachers and other persons in the community who wish part-time instruction, and a summer session is operated for both graduates and under-graduates.

Students enrolling in the four-year curriculum for prospective teachers pay no tuition if they are Maryland residents and promise to teach in the State public schools following their graduation.

HALL OF RECORDS COMMISSION APPROVED

1 **ADMINISTRATIVE COUNCIL MINUTES**

Size: Letter-size
Quantity: 2 looseleaf vols.
Dates: 1961...
File Arrangement: Chronological
Index: None

The Administrative Council is the policy-making body on internal matters at Towson State College. The Council establishes policy for all college activities, including school plant, admissions limitations, attendance, parking, long-range planning, diploma design, fee charges, faculty salary checks, meal charges, bulletin boards, catalogs, summer session and regular school terms, opening of residence halls, meetings on campus, and the school calendar.

RECOMMENDATION: RETAIN PERMANENTLY.

(continued)

7. Agency, Division or Bureau Representative: **REGISTRAR**
Signature: *Gerard A. Sarker* Title: **REGISTRAR** Date: **NOV 7 1966**

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.
Date: **11/14/66**
Archivist: *Maria G. Duff*

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.
Date: **Nov. 15, 1966**
Secretary: *Richard H. ...*

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

| 4. m No. | 5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period. | 6. Recommendation of Hall of Records and Board of Public Works. |
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| 2 | <p>MINUTES, COMMITTEE ON ADMISSIONS & STANDARDS</p> <p>Size: Letter-size Quantity: 6 looseleaf vols. Dates: 1930... File Arr.: Chronological</p> <p>This Committee is the policy-making body on student admissions and academic standards at Towson State College. The Committee acts on individual student academic deficiencies, establishes individual admissions limitations, sets attendance policy, and prepares copy for the College catalog concerning admissions and standards. The Minutes summarized the actions of the Committee.</p> <p>In 1964, the Committee was subdivided into a Committee on Admissions and a Committee on Standards. Each of these committees now prepares separate minutes. The recommendation below applies to the minutes of both committees.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p> | |
| 3 | <p>STUDENT PERMANENT RECORD CARD</p> <p>Size: 19" x 17" x 3" (vols.); 3" x 5", 6" x 9", 9" x 12" (cards) Quantity: 5 vols. 1868-1920; 11 legal file drawers, inactive; 2 file drawers, active, day students; 1 " drawer, " , night students Dates: 1866... File Arr.: Alphabetical by surname of student Index: In Item 10, Registration Cards</p> <p>This form shows the complete academic record of the student. The record was kept in volume form for 1868-1920, and on cards of various sizes thereafter. The entries in the volumes are arranged chronologically by school term, and alphabetically by class (junior, senior) therein, giving grade scores on academic courses. The volume for 1915-1920 also includes the honor roll for 1920.</p> <p>The information on the cards, in general, gives the name of the student, his permanent address, student number (same as Social Security since 1964), date and place of birth, parent or guardian, date entered, date withdrawn, high school attended, date of graduation from secondary school, entrance standing (conditional, probation), course number, course title, grade achieved, notation of transfer credits, major courses of study, area of concentration, academic average, rank in graduating class, and date and degree conferred.</p> <p>The two-faced 9" x 12" card in current use is designed to accept machine-label print-out listing particular course, semester hours, and letter grade. The back of the card also accepts the machine-label print-out and has space for notations of committee action, (probation, suspension), and listing of transcripts prepared.</p> <p>This record is posted from several sources:- the Grade Sheets</p> | (continued) |

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(Continuation Sheet)

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| (cont.) | <p>(Item 8), the Student Case folders (Item 6), and the Registration Card (Item 10). Transcripts are forwarded to other colleges and institutions, and access to this record is limited to the Registrar's office personnel.</p> <p>The individual card is removed from the active file and placed in the inactive file upon withdrawal or graduation of the student. The card is returned to the active file, should the student re-enter the College.</p> <p>Prior to 1960, this record was kept in the student folder, (Item 6). This series also contains scattered permanent record cards of the Baltimore Teacher Training School (Item 5).</p> <p>The volume records were security microfilmed in the Annapolis Record Center in February 1965, and the original volumes returned to Towson, (Reels 42.1-42.3, 1866-1920). This film is stored in the Annapolis Record Center. The card records, 1920-Feb. 1965, were filmed in the College Registrar's office in duplicate copies. One copy is retained in Towson, and the duplicate security roll is stored in the Annapolis Record Center (Reels 1-13).</p> <p>The Summer Session Cards, 1918-1928, were also filmed in Towson. Duplicate rolls were made and one copy (Reels 20-22) is retained at Towson, the other at the Annapolis Record Center.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. MICROFILM FOR SECURITY AND DEPOSIT THE MICROFILM COPY IN THE HALL OF RECORDS.</p> | |
| 4 | <p>EXTENSION COURSE RECORDS (IN-SERVICE REPORTS)</p> <p>Size: Letter-size Quantity: 4 manila folders Dates: 1936-1938; 1961-1962; DISCONTINUED File Arr.: Chronological Index: None</p> <p>This series is a record of extension courses for teachers, offered by Towson in 1936-38 (In-Service Reports) and 1961-62 (Driver Education). This work was not accepted for college credit by the State Board of Education when first offered, but has been accepted since. These records contain grade lists with instructor's signature, course lists and announcements, correspondence with applicants and the State Board of Education. These student grades are not recorded on the Permanent Record Cards (Item 3).</p> <p>This record was microfilmed in Towson by the Registrar in duplicate. One copy is kept in Towson, the other in the Annapolis Record Center (Reel 19).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. MICROFILM FOR SECURITY, AND DEPOSIT MICROFILM COPY IN THE HALL OF RECORDS.</p> | |
| 5 | <p>PERMANENT RECORD CARD, BALTIMORE TEACHERS' TRAINING SCHOOL</p> <p>Size: Volumes, 6" x 9" x 1/2"; Cards, 3" x 5" Quantity: 2 vols., 4 double-row card drawers</p> | (continued) |

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No.

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(cont.)

Dates: 1902-1924; DISCONTINUED

File Arr.: Volumes - chronologically by school term, and alphabetically therein

Cards - alphabetically by surname of student

This record was deposited at Towson in 1924 when the Baltimore Teachers' Training School closed. The second-year students at the Training School transferred to Towson and received their diplomas with the Towson graduates in 1925. The record was kept in volume form for the period 1902-1911, and on 3" x 5" cards thereafter.

In general, both forms give the inclusive terms of practice, the name of the critic teacher, scattered comments on the standing of the student by the critic teacher, and date of completion of the practice-teaching program. In addition, the cards also include the permanent grade card, transcripts from other colleges attended, place and date of birth of the student, terms attended and the charges, class schedules, counsellor's notes, critic teacher's progress report, physician's examination report, and the score on the entrance examination.

Access to this record is limited to the personnel of the Registrar's office.

When a transcript is prepared from the permanent grade card, the card is removed from the file and merged with the Student's Permanent Record Card (Item 3).

The card records were microfilmed in duplicate by the Registrar in Towson. One copy is retained in Towson, the other in the Annapolis Record Center (Reels 14-18). The volume records were security microfilmed in the Annapolis Record Center in February 1965, and the original volumes returned to Towson (Reel 42.3, 1902-1911).

RECOMMENDATION: RETAIN PERMANENTLY. MICROFILM FOR SECURITY, THEN DEPOSIT THE MICROFILM COPY IN THE HALL OF RECORDS.

6

STUDENT CASE FOLDERS

Size: Legal

Quantity: 124 file drawers

Dates: 1922...

File Arr.: Internal, chron.; External, alphabetical by surname

This file contains a folder for each student who attended Towson State College since 1922. Each folder is maintained as a "cumulative record," containing all records which accumulate during the student's attendance and after his leaving school. Some or all of the records listed below are filed in a typical folder:-

Application for admission, with photograph and recommendation for college by secondary school principal

Transcripts from secondary schools and other colleges

Report of physical examination

Form letters concerning application fee

Professional record (freshmen)

(continued)

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(Continuation Sheet)

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| 6 (cont.) | <p>Application to enter major program Notice of official admission Psychological test reports Student advisor's report and instructor's report McBee Keysort card for summary of grades and averages Correspondence with the Dean concerning courses and grades Class schedule and degree requirement work sheets Request for re-entry Pledge to teach in the public schools of Maryland Change-of-registration cards Change-of-major cards Transfer evaluation credit sheet Summary of status as candidate for degree Request for information for cumulative record Reports of interviews with Dean Evaluation of progress by cooperating teachers (student teaching) Receipts for fees VA7-1909: Certification of re-entrance and/or change of training status VA7-1907c-1: Notice of Training Status (one for each semester) VA7-506: Authorization of Education or Training Subsistence Allowance VA-VB7-1993: Certification for Education and Training</p> <p>Scattered folders have been prepared for students who left Towson before 1922.</p> <p>Instructors and other officials have access to this file.</p> <p>These records are being microfilmed (1966).</p> <p>RECOMMENDATION: MICROFILM IN DUPLICATE AFTER GRADUATION OR WITHDRAWAL AND DESTROY ORIGINALS. RETAIN ONE MICROFILM COPY IN THE COLLEGE, AND DEPOSIT SECURITY COPY AT THE HALL OF RECORDS.</p> | |
| 7 | <p>STUDENTS' CUMULATIVE RECORD</p> <p>Size: 12" x 18" card Quantity: 10 file drawers Dates: 1931... File Arr.: Alphabetical, by surname of student</p> <p>This file contains a record card for each student who has graduated from or attended Towson State College since 1931, except for junior college students for the period 1946-1950.</p> <p>In general, the card gives the student's name, date and place of birth, sex, high school and course, date of graduation and rank in class, date entered Towson, status (good, probation), degree conferred and date, home and college addresses, high school grades, tests during college, courses taken in college, grade averages, name of faculty advisor, reports of student teaching (giving grade taught,</p> | |

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| 7 (cont.) | <p>name of critic teacher, and grade earned, names of college supervisor and director, and a summary of comments on student teaching.)</p> <p>This record is folded to contain an addenda sheet. Since 1962, a transcript of the Student's Permanent Record Card (Item 3) has been included to eliminate filling in that portion of the card covering the academic record. The addenda sheet gives terms the student was on the Dean's list, contains a photograph, notations of action by the Committee on Academics and Standards, and some personal data given by the student.</p> <p>This is a personal record of the student and is not normally used in the preparation of transcripts. However, if requested, the Registrar will transcribe the summary of comments on student teaching and grade earned.</p> <p>The instructor and other officials have access to this record.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p> | |
| 8 | <p>GRADE SHEETS (OFFICIAL REPORT OF THE STANDING OF THE STUDENT)</p> <p>Size: 9" x 11" x 4" Quantity: 33 vols. Dates: 1947... File Arr.: Internal, numerical by course number; External, labeled by session and year contained Index: None Annual Accumulation: 6 linear inches</p> <p>This is the instructor's report to the Registrar, giving name of the course, points credit, names of students arranged alphabetically by surname, grades earned, scattered remarks concerning individual students, notations of withdrawals, and date and signature of the instructor. The grades are posted to the Permanent Record Card (Item 3).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY. PROVIDE DUPLICATE COPY FOR SECURITY STORAGE IN THE ANNAPOLIS RECORD CENTER UNTIL THE NEXT GROUP OF PERMANENT RECORD CARDS IS MICRO-FILMED.</p> | |
| 9 | <p>SUPPLEMENTAL GRADE REPORT</p> <p>Size: 3" x 5" forms Quantity: 6 linear in. Dates: 1957... File Arr.: Alphabetical, by student surname</p> <p>This is the instructor's report to the Registrar, changing a student grade. The change may remove an incomplete grade or correct a grade given in error. The form gives the student's name and number, the course number and title, section number, semester and year taken, credit hours, final grade, and signatures of instructor and Registrar. This report authorizes the Registrar to make a change in grade on the Permanent Record Card (Item 3). The report is also used to resolve any questions regarding final grades.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p> | (continued) |

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| 10 | <p>REGISTRATION CARD</p> <p>Size: Cards - 5" x 8", 4" x 7½" Quantity: 6 double-row card drawers; 6 card trays Dates: 1922... File Arr.: Regular session, Alpha. by student surname Summer session, By session or term, and alpha. by surname therein</p> <p>Registration Cards are prepared each term for each student enrolled; giving beginning date of term, date first registered at Towson, sex, marital status, student number (since 1964, this has been his Social Security number, his name, permanent home address, date of birth, degree sought, expected date of conference, other college attended, name and address of parent or guardian, high school of graduation, college division (day, evening, summer), curriculum, class, major and minor, class schedule, credit hours, advisor's name, student's signature, and date signed.</p> <p>Summer school registration cards are filed separately from the regular term cards.</p> <p>The current card is used to prepare class lists, student bills, and other statistical studies, such as number of students in attendance from certain counties, number of students in each division, or curriculum or class. The card can also be used to check information prior to graduation.</p> <p>Notations of student payments of summer school fees have been made on the back of these cards in prior years.</p> <p>This record is used as a cross-index to the Permanent Record Card (Item 3), and to the Student Case Folders (Item 6). It was micro-filmed in 1966. Only one copy was made, and it is retained in Towson.</p> <p>RECOMMENDATION: RETAIN MICROFILM PERMANENTLY. DESTROY ORIGINALS.</p> | |
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| 11 | <p>IN-SERVICE RECORD</p> <p>Size: Letter-size Quantity: 2 file drawers Dates: 1933-1951; DISCONTINUED File Arr.: Internal, alpha.; External, chron.</p> <p>This is a post-graduate record of in-service teachers, giving name, home address, dates entered and graduated from Towson, grades on professional examinations, teaching record, other occupations, graduate studies, professional contracts and honors, and reports from supervisors and superintendents regarding teaching quality, with comments on fitness to teach. This record was inconsistently kept, and many items are not complete.</p> <p>RECOMMENDATION: DESTROY ACCUMULATION.</p> | |
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| 12 | <p>COURSE CARD, GRADE CARD, SCHEDULE CARD, MASTER CARD, MAJOR CARD, CHANGE OF COURSE CARD</p> <p>Sizes: 3" x 5", 5" x 8", 3½" x 7½" cards Quantity: 6 cu. ft. Dates: 1960... File Arr.: Chron. and alpha. therein</p> <p>These cards are used to prepare class lists, to provide departmental chairmen with lists of students majoring in the department, and to assist in locating students during class hours.</p> <p>Several types of cards have evolved, notably the 3" x 5" index card, the McBee Keysort card, and the standard tabulating card. In general, the cards give the student's name and number, name of department offering the particular course, name of course, number of course section, month and year offered, grade awarded, credit hours attempted, credit hours passed, and honor points assigned. The significant information on these cards is duplicated on other records of the office.</p> <p>These cards are nonrecord (Annotated Code of Maryland, 1957 edition as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office.</p> <p>RECOMMENDATION: RETAIN UNTIL ADMINISTRATIVE VALUE CEASES, THEN DESTROY.</p> | |
| 13 | <p>PLACEMENT CARDS (FULFILLMENT OF PLEDGE)</p> <p>Size: 5" x 8" cards Quantity: 18 lin. in. Dates: 1948... File Arr.: Internal, alphabetical; External, chronological</p> <p>Students are not charged tuition at Towson State College, provided they promise to teach in the schools of Maryland.</p> <p>These cards are used to account for the pledges. Each obligated student is solicited in May of each year to determine fulfillment of the pledge. Fulfillment is noted on the cards, which then become inactive. Each card gives the student's name, permanent address, date of graduation from Towson, check block to indicate whether individual is teaching in a county or a Baltimore City school, list of subjects taught, and check block showing release from State Board of Education, with dates and signature.</p> <p>RECOMMENDATION: RETAIN UNTIL PLEDGE HAS BEEN SATISFIED AND FOR FIVE YEARS THEREAFTER, THEN DESTROY.</p> | |
| 14 | <p>DECLARATIONS, NORMAL SCHOOL</p> <p>Size: 9" x 14" x 2" Quantity: 1 vol. Dates: 1902-1911; DISCONTINUED File Arr.: Chron.</p> <p>This volume consists of printed declarations by prospective students, pledging to teach in the public schools of Maryland, giving declaration, signature, age at last birthday, and permanent residence. This volume contains certificates numbered 3564-5111.</p> | (continued) |

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| 14 (cont.) | <p>There is no record on these declarations for the period 1912-1921. The pledge now appears on the application form filed in the Student Case Folder, 1922... (Item 6).</p> <p>This volume is used to certify ages of former students to various retirement systems.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p> | |
| 15 | <p>WITHDRAWALS</p> <p>Size: 5" x 8" cards Quantity: 1 cu. ft. Dates: 1925... File Arr.: Alphabetical</p> <p>Each student withdrawing from Towson State College is required to check out with the various offices. This certificate of withdrawal gives the date, student's name, whether teacher college or junior college, date of last class attendance, reason for withdrawal, with signatures of the student's advisor, the Dean of Students, the business office representative, residence director, and of the President and the Registrar. Completion of this form enables the various offices to delete the student's name from their records, and the Registrar to place the Permanent Record Card (Item 3) in the inactive file.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p> | |
| 16 | <p>GENERAL FILE</p> <p>Size: Letter and legal size Quantity: 2 letter file drawers; 1 legal file drawer Dates: 1924-1946; DISCONTINUED File Arr.: Internal, chron.; External, alpha. by subject</p> <p>This is a general file on the functions and activities of the College, containing statistical studies of grades, enrollments, correspondence with other educational institutions, examination questions, copies of physicians' reports, high school entrance information, copies of lists of graduates, and copies of transmittal letters.</p> <p>RECOMMENDATION: DESTROY ACCUMULATION.</p> | |
| 17 | <p>STUDENT TEST CARDS</p> <p>Size: 4" x 6" cards Quantity: 6 card file drawers Dates: 1932-1960; DISCONTINUED File Arr.: Internal, alpha.; External, chron.</p> <p>This is a record of freshman tests, giving student's name, date of entrance, high school attended, age, permanent address, type of entrance (regular, transfer), condition of entrance (advanced, standard), and scores compared locally and nationally. These are duplicated on the Cumulative Record (Item 7).</p> <p>RECOMMENDATION: DESTROY ACCUMULATION.</p> | (continued) |

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| 18 | <p>VETERANS' CARD INDEX</p> <p>Size: 5" x 8" cards Quantity: 6 lin. in. Dates: 1945-1952; DISCONTINUED File Arr.: Alpha., by surname of student</p> <p>This is an index to veterans enrolled at Towson State College, giving date of entrance, name of veteran, permanent address, claim number, date of original entrance, marital status, check-block to indicate eligibility for G.I. Bill, chronological list, and date of receipt of veteran's papers (filed in Student Case Folder, Item 6), and notation of date when degree was awarded or student withdrew.</p> <p>The Code of Federal Regulations (38 CFR 21.2306) provides for the destruction of veteran's training material three years after termination of enrollment.</p> <p>RECOMMENDATION: DESTROY ACCUMULATION.</p> | |

APPROVED
HALL OF RECORDS COMMISSION